

How to add a Facebook event to  
your Page without being a host

# Step 1

Open the event you want to add to your public page. Click the three dots to the right of the Share button to open the drop down menu.

The screenshot shows a Facebook event page for 'ArtWalk' on Friday, November 1, 2019. The event is hosted by Downtown Findlay and 2 others. A dropdown menu is open next to the 'Share' button, showing options like 'Save', 'Notification Settings', 'Unfollow Event', 'Remove Me From Guest List', 'Get More Responses', 'Add to Page...', and 'Export Event'. The 'Get More Responses' option is highlighted in red. The page also features an 'Eventbrite' advertisement, an 'INSIGHTS' section with 3.5K people reached and 208 responses, and a 'Promotions' section with a 'Get More Responses' button.

**Eventbrite Ad:** Sell Tickets on Facebook with Eventbrite. Easily create tickets to your event so guests can purchase tickets without having to leave Facebook. Our partner, Eventbrite, will manage orders and process payments. [Create tickets](#)

**Event Details:**  
ArtWalk  
Friday, November 1  
Downtown Findlay • Beginning at 5 p.m.  
VisitFindlay.com/ArtWalk for participating locations and activities

**INSIGHTS:**  
3.5K People Reached (+3.5K last 7 days)  
208 Responses (+207 last 7 days)  
Audience: Women 25-34 (19% of total responses)

**Promotions:**  
Get More Responses: Boost your event to reach more people. [Boost Event](#)

**Dropdown Menu:**  
Save  
Notification Settings  
Unfollow Event  
Remove Me From Guest List  
Get More Responses  
Add to Page...  
Export Event

# Step 2

From the drop down menu, click “Add to Page...”

The screenshot shows a Facebook event page for 'ArtWalk' on Friday, November 1, 2019. The event is hosted by Downtown Findlay and 2 others. A dropdown menu is open from the three-dot menu icon, with the 'Add to Page...' option highlighted by a red circle. The page includes a banner for 'ArtWalk FINDLAY' and various insights and promotional sections.

**Event Details:**

- Event:** ArtWalk
- Date:** Friday, November 1, 2019 at 5 PM – 9 PM
- Location:** Downtown Findlay, Findlay, Ohio 45840
- Invited by:** Danielle Wilkin

**INSIGHTS:**

- 3.5K People Reached** (+3.5K last 7 days)
- 208 Responses** (+207 last 7 days)
- Audience:** Women 25-34 (19% of total responses)

**Promotions:**

- Get More Responses:** Boost your event to reach more people. (Boost Event button)

**Language:** English (US) · Español · Português (Brasil) · Français (France) · Deutsch

**Footer:** Privacy · Terms · Advertising · Ad Choices · Cookies · More · Facebook © 2019

## Step 3

This will open a dialogue box, giving you the option to select which page you want to add the event to. Once you have selected the page, click the “Add Event” button. The event will now show in your pages events listings.

The screenshot shows a Facebook event page for 'ArtWalk' on November 1, 2019. The event is public and hosted by Downtown Findlay and 2 others, with 2 co-hosts pending. The event is located in Downtown Findlay, Ohio 45840 and is invited by Danielle Wilkin. The page is currently on the 'About' tab. A dialog box titled 'Add to Page' is open, asking 'Adding ArtWalk will include it on your Page's events. Which Page do you want to add this event to?' with a 'Select a Page' dropdown menu and 'Cancel' and 'Add Event' buttons. The background shows the event details, including a 'Going' button, 'Share' options, and a 'Boost Event' button. The right sidebar displays insights: 3.5K People Reached, 208 Responses (+207 last 7 days), and an audience of Women 25-34 (19% of total responses). The bottom of the page shows a 'Write something...' prompt with options for 'Write Post', 'Add Photo/Video', 'Live Video', and 'Create Poll'.